

# MEMORANDUM

TO: Superintendents, CFP Team Leaders, and Business Managers  
FROM: Consolidated Federal Program Team  
SUBJECT: January 2014 Technical Assistance Alert  
DATE: January 30, 2014

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It is the goal of the CFP team at the Agency of Education to provide high quality technical assistance and support to LEA's while fulfilling federal requirements.

## **Items Included in this Technical Assistance Alert:**

- Save the Date – Spring Meeting
- End date for FY14
- Title I Required 10% for Professional Development
- Changed or Deleted – When doing an amendment
- Equitable Services for Independent Schools
- Use of Title I funds for afterschool

## **Save the Date – Spring Meeting**

Due to popular demand from the just completed survey monkey the Consolidated Federal Program Spring Meeting will be held on March 31, 2014 at the Killington Grand Conference Center. Look for further information soon.

## **End date for FY14**

As you know, the amendment window is open at this time. The last day to submit this quarter will be February 28, 2014. It is critical that you **do not wait** until the last minute to submit!!

The third quarter AOE 2.0 financial reporting window will open on March 20 and run until April 15, 2014.

The final FY14 amendment window will run from the day you submit an accepted AOE 2.0 until April 30, 2014. Again, it is important that you do not wait until the last minute to submit.

At the end of each amendment submission period it is important to make sure the superintendent e-sign both the application and the grant award in a timely manner.

## **Title I Required 10% for Professional Development**

Facts:

- Yearly AYP determinations become available by the end of August each year.

- Schools in either year 1 or year 2 of school improvement must spend 10% of their Title I allocation on professional development for Title I staff that is the area of identification.
- Schools with checkmarks this year should plan on this requirement in August if they don't meet AYP. You will be contacted in September if you will be required to do an amendment to meet the requirement.
- We track the amount you have spent on Title I Required 10% for Professional Development from year to year. If you don't meet the requirement in the current year then you are required to meet the requirement the next year.

At the end of May, 2014 we will send ask you to review the FY14 Title I Required 10% for Professional Development and tell us if you met the requirement or not. Any funds not spent will be added to your next year's requirement.

### **Changed or Deleted – When doing an amendment**

It is important when you are making changes to investments when doing an amendment, to indicate whether the addition/change for an investment is “Changed” or “Deleted”. This is the next dropdown after you choose to “Edit” the investment.

### **Equitable Services for Independent Schools**

LEAs receiving funding under the Elementary and Secondary Education Act (as reauthorized under No Child Left Behind Act of 2001) are required to provide equitable services to eligible non-profit private school children, teachers, and other personnel. The services must be comparable to the services provided to public school children and teachers and must be provided in a timely manner. To ensure equitable participation, the LEA must assess, address, and evaluate the needs of private school students and teachers; spend an equal amount of funds per student to provide services; provide private school students and teachers with an opportunity to participate in activities equivalent to the opportunity provided public school students and teachers; and offer services that are secular, neutral, and non-ideological. With each private school, the LEA must participate in timely and meaningful consultation to design and implement a program that will provide equitable services.

For Title I – the equitable service amount is calculated on the basis of the number of children from low-income families who reside in the participating public school attendance areas and attend private schools. Private school students who reside with a Title I attendance area and who are failing or most at risk of failing to meet academic standards are eligible for services. Services are always given in a targeted assistance model of supplementary academic instruction. If the LEA uses Title I funds for professional development of Title I staff or for parent involvement, then the participating private schools would share an equitable amount of services in those areas as well.

The amount per student is calculated automatically in the Targeting and Ranking section of the G3 online CFP application. For those LEAs not required to target and rank, a per pupil amount may be calculated using the allocation of the school divided by the total amount of low-income students public and private to get a per pupil amount. Then multiple that times the number of low-income students in the private school to determine the equitable amount. Title I professional development funds and parent involvement funds may be calculated in the same manner. More information, see guidance at: <http://www2.ed.gov/policy/elsec/guid/edpicks.jhtml?src=ln> and click on Equitable Services for Private Schools.

Title IIA – The LEA must provide equitable services for private school teachers and other education personnel to the extent the LEA uses its funds for professional development. The following chart is an example of how to calculate the equitable amount for Title IIA services to private schools.

<b>Formula to Determine Amount for Title II, A Equitable Expenditures</b>	<b>Example</b>
<b>A. Number of Students</b>	
<b>A1: District Enrollment</b>	<b>+1104</b>
<b>A2: Participating Private School Enrollment</b>	<b>+44</b>
<b>A3: Total Enrollment (A1 plus A2)</b>	<b>=1148</b>
<b>B. Title II, Part A Allocation To Be Used for Professional Development</b>	
<b>B1: LEA Modified Allocation</b>	<b>\$153363.38</b>
<b>B2: Minus funds for Indirect, Administration (for public and private programs), Recruitment Activities and 3+3 =</b>	<b>-\$500.00</b>
<b>B3: Amount District is Using for Professional Development (B1 minus B2)</b>	<b>=\$152863.38</b>
<b>C. Per Pupil Rate</b>	
<b>C1: Divide B3 by A3 to determine the per pupil amount</b>	<b>=\$133.16</b>
<b>D. Equitable Services</b>	
<b>D1: Amount District must reserve for equitable services for participating private schools (A2 x C1) (If an LEA has several private schools, determine the amount per school by the same calculation - # of students x per pupil amount)</b>	<b>\$5,859.04</b>

The services provided to private school teachers under Title II, Part A must follow the same rules in regard to allowable services, based on a needs assessment and complying with the definition of high quality professional learning.

### **Use of Title I funds for afterschool**

The intent of Title I is for all children to become proficient in the State's academic achievement standards and to provide supplement supports for those students that are struggling to meet the State's standards. Afterschool programming can be an important component of helping

students academically and closing the achievement gap in a school or LEA. Title I funds can be used in afterschool programs but not for all costs. Below are the 3 most common forms of afterschool programming using Title I funds:

1. In a Targeted Assistance Title I school, the school may offer an afterschool program for those students who are on the Title I caseload (those students that have been assessed by multiple means to be academically disadvantaged). In this case, Title I funds may be used to fund almost all aspect of the program as long as it is academic in nature.
2. In a Schoolwide Title I school, the school may offer an afterschool program for all of its students. In a Schoolwide model, all students are considered to be Title I students. Again, Title I funds may be used to fund almost all aspects of the program as long as it is academic in nature AND the strategy of providing extra academic supports through an afterschool program is outlined in the school's Schoolwide plan.
3. Some LEAs or schools operate 21<sup>st</sup> Century Community Learning Center afterschool programs. LEAs or schools may use their funds as outlined above. If the program is associated with a Targeted Assistance school, then Title I funds may be used to fund academically-oriented services for the Title I caseload students only. If associated with a Schoolwide school, all students may participate but the funds are limited to providing the academic portion of the afterschool program – supplemental instruction, homework club, etc. If a LEA operates the afterschool program, then it must be operated as a Title I Targeted Assistance model unless all schools in the LEA are Schoolwides.

Title I funds may not be used as blanket support for a summer or afterschool program. The LEA should work in partnership with the program to determine what costs are allowable and under Title I and allocate expenses to particular high quality offerings. . Records, including time and effort if applicable, must be maintained to verify that the Title I funds are spent in accordance with the requirements outlined above.